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# Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 9 October 1956

FROM : Chief, Clerical Training

SUBJECT: Week of 2 - 8 October 1956

1. Numbers in Clerical Induction Training. During the week of 2 October there were 108 people in Clerical Induction Training.

2. Numbers in Clerical Orientation Training. In Clerical Orientation there were 19 people for the week of 2 October.

3. Results of Official Agency Testing Administered by Clerical Induction. The results of the tests administered to the entrance-on-duty employees for the week of 2 October were as follows:

	Tested	Qualified
Shorthand	17	1
Typewriting	24	11

4. Secretary Completes Course. Miss [redacted], Secretary in Clerical Training, has completed the Shorthand Theory Review Course which ran from 10 September to 5 October 1956.

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5. Additional Duties for Clerical Orientation. Since the limited staff of Orientation and Briefing is unable to handle all the security details at the Agency briefing conducted every Monday afternoon, staff members from Clerical Training have been asked to assist Mr. [redacted]. Therefore, beginning Monday, 8 October, Mrs. [redacted], Chief of Clerical Orientation Training, and her assistant, Mrs. [redacted] will alternate in handling all of the necessary phases of security at these briefings.

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6. Special Testing. The staff in Clerical Training makes every endeavor to be of service to Offices when employees' shorthand and typewriting skills need to be measured for special purposes. When staff members are free from class commitments, and at times when it is impractical for the Office to wait for scheduled testing, individuals are tested in Clerical Refresher Training. For example, tests were administered as follows:

25 YEAR RE-REVIEW

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August	2 employees	Typewriting Test
August	1 employee	Shorthand Test
September	1 employee	Typewriting Test
September	1 employee	Shorthand Test
October	2 employees	Typewriting Test
October	1 employee	Shorthand Test

Because, in the majority of instances, these employees have not had refresher training in these subjects, it is necessary to allow ample time for "warm up" purposes in either skill. It is estimated that the test periods require from one to one and one-half hours of an instructor's time.

7. Special Testing. As a special service to the Office of Communications, the Clerical Refresher Training staff has conducted a series of typewriting tests to service men who were brought into the Agency for a special assignment in Communications. Although these test dates have been recorded in weekly reports, for the purpose of review, they were August 6, 21 and 28 and September 5 and 28. Forty-three trainees have been tested. It is anticipated that a total of fifty persons will be tested before the project is completed. It is interesting to note that the testing has served as a valuable screening device and that those tested and retained as employees are receiving additional typewriting training within the Office of Communications. The training is being conducted according to lesson plans designed by Mrs.  25X1 for this particular project.

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OTR/CT:MAH:jdm (9 October 1956)

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